

**JOB CATEGORIES**  
Wage Form  
RI DEPT. OF ADMINISTRATION  
OFFICE OF LIBRARY AND INFORMATION SERVICES

Below is a list of job categories by number. Please match a job category to each position in your library. Report the number of the job category ( 1 through 12) in the column next to each position that you list on the salaried employee or hourly employee forms. When matching positions to the appropriate job categories, consider the actual tasks performed and duties and responsibilities of the position. Consult the following descriptions of job categories:

**1. Director:**

Chief administrative officer of the library or library system. Reports directly to a board of trustees. Plans and directs all aspects of the operation. May have job titles such as Librarian or Head Librarian. May represent the library to the community.

**2. Deputy/Associate/Assistant Director:**

Assists Director in planning and directing some or all aspects of the library or library system. May assume responsibilities in the absence of the Director.

**3. Manager/Department Head:**

Manages all operations of one service unit of a library system (eg. Reference Dept., Technical Services Dept., Childrens Dept., Development Office, Financial Office, Public Relations Office, Business Office)

**4. Branch Librarian:**

Includes experienced or entry level professionals. May have supervisory responsibility for paraprofessional or clerical staff. These positions may be without responsibility for supervising other professional staff.

**5. Children's and/or Young Adult Services Librarian:**

Plans and conducts library services for children and/or young adults. Advises users on library resources. Selects materials for the collection. May plan and conduct programs and outreach services.

**6. Reference/Information Librarian:**

Locates information for users or helps find answers to questions and gives instruction about the use of resources in the library or available electronically. Makes decisions about acquiring sources or arranging for access to them.

**7. Technical Services Librarian:**

Organizes all types of materials purchased by the library. May be responsible for providing access to shared resources through electronic networks.

**8. Library Associate:**

Performs circulation, processing or public services duties under professional supervision. The typical educational qualification of the Library Associate is the Bachelors degree. Library Associates typically have two years of college, an associate degree in library technology, or a high school diploma with appropriate experience as qualifications. Through experience and education, they have assumed supervisory responsibility for subordinate staff.

**9. Library Technician:**

Performs circulation, processing or public services of a complex technical nature under supervision. The minimal educational qualification for the job category is high school graduation. Positions here typically do not include supervisory responsibilities.

**10. Aide/Page:**

Retrieves and returns materials to shelves and/or files. Reads and straightens shelves.

**11. Office Staff:**

Includes Administrative Assistant, Bookkeeper, Clerk Typist, Secretary and/or other similar job titles.

**12. Buildings/Grounds Staff:**

Includes Maintenance, Security, Custodian, Groundskeeper and/or other similar job titles.